Ad Hoc Queries

Ad hoc queries are created and managed by agency users based on specific business scenarios.

✓ When the ad hoc query is saved, it becomes a WebI document. Agency users can store these documents in their personal folders or agency-specific folders based on their security/permission levels.

Create New Ad Hoc Query

1. Select: **Web Intelligence**.

➔ Web Intelligence (WebI) link is located on the BI launchpad.

➔ WebI may provide system prompts for SAP Business Objects. These are normal system prompts.

➔ My Applications

➔You may receive system prompts for SAP Business Objects Web Intelligence. You can bypass these for future reference by selecting the checkbox next to 'Do not show this again ...'.

2. Select: **New**.
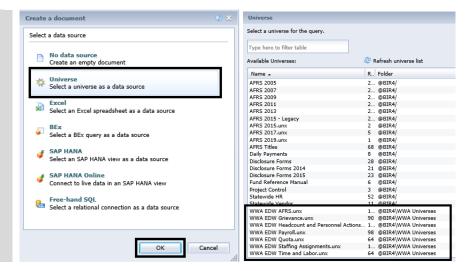
3. Select: **Universe**.

4. Select: **Ok**.

➔ WebI will display a list of available objects based on your security/permissions. All WWA Universes are prefixed with "WWA".
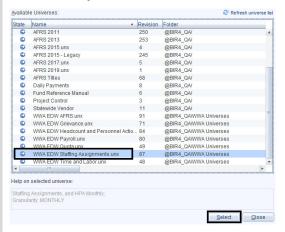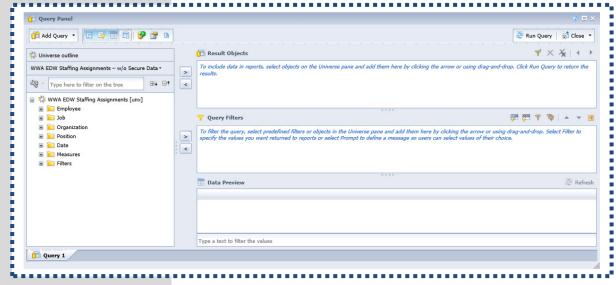
5. Select: **WWA Universe**.

6. Select: **Select**.

➜ WebI will display the Query Panel.
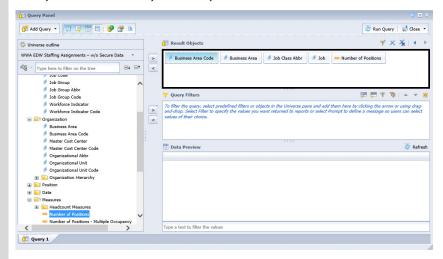
In this example, we select the WWA EDW Staffing Assignments universe.

7. Drag-and-Drop: **Object(s)** from the universe into the Result Objects area.

➜ These items will become the column headings and measures in your report.

➜ Expand the object folders to drag-and-drop individual objects or select multiple objects.

➜ Double-clicking an object in the universe will place it to the right of whichever object is highlighted in the Results Objects area.

In this example, we've added the objects Business Area Code, Business Area, Job Class Abbr, and Job, with the measure Number of Positions.
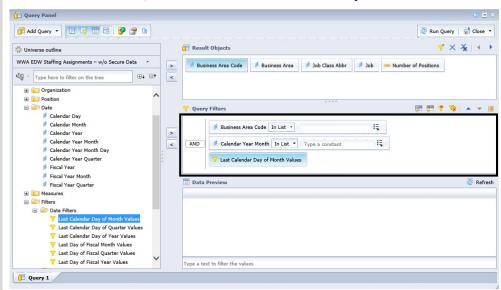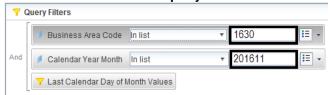
8. Drag-and-Drop: **Object(s)** from the universe into the Query Filters area.

➔ Filters narrow the query results to focus on specific data elements and help to prevent long run times or system timeouts.

➔ Expand the filters folder to drag-and-drop individual objects or select multiple objects.

➔ Use the Pre-defined filters in the Filters folder to save time. These are customized for WWA users based on current business needs.

In this example, we want to restrict our query by Business Area Code and Calendar Year month, and return the Last Calendar Day of Month Values.

9. Input: **Filter Values.**

➔ Default filter settings are 'In list' and 'Constant'. This allows you to quickly input values for your filter.

➔ Multiple values must be separated by semi-colons (;).
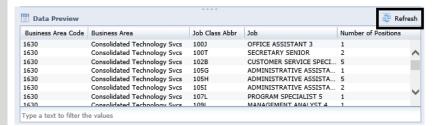
In this example, we input '1630' for the Business Area Code and '201611' for the Calendar Year Month query filters.

You can also select values from a pick list or set the filter to prompt you for a value. In this example, we change the default filter setting to select 'Value(s) from list'.
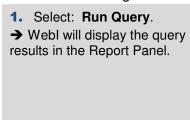
10. Select: **Refresh**.

➔ WebI will display sample data results in the query preview area.
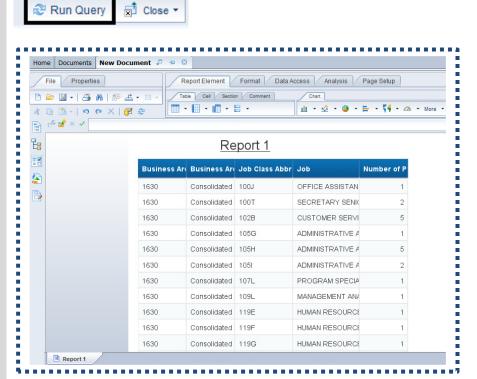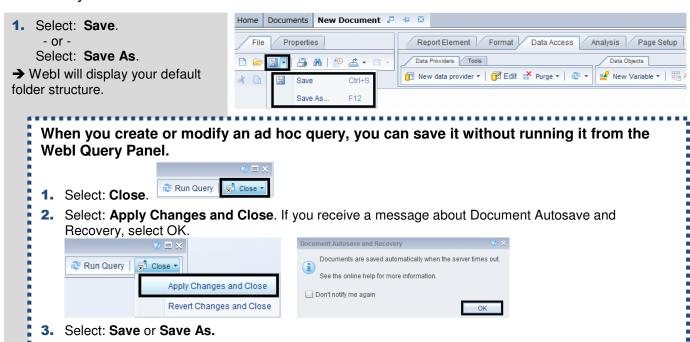
Run Query

✓ Prior to running any query, consider the volume of data and determine if the query should be scheduled to run in the background.

1. Select: **Run Query**.
➔ WebI will display the query results in the Report Panel.

Save Query

1. Select: **Save**.
  - or -
Select: **Save As**.
➔ WebI will display your default folder structure.

> **When you create or modify an ad hoc query, you can save it without running it from the WebI Query Panel.**
>
> **1.** Select: **Close**.
>
> **2.** Select: **Apply Changes and Close**. If you receive a message about Document Autosave and Recovery, select OK.
>
> **3.** Select: **Save** or **Save As.**

✓ Additional information about saving reports is available in the Save Report Job Aid.

Modify Ad Hoc Query

Use the WebI query panel to modify your ad hoc query.
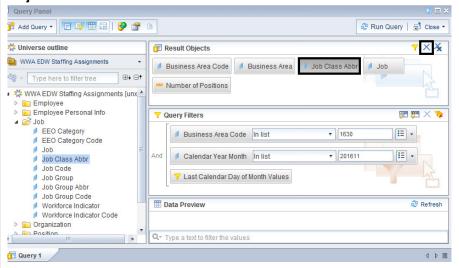
1. Select: **Design**.
2. Select: **Edit**.

➔ WebI will display the query panel.

➔ If the Edit data provider option is not available on the toolbar, you may be in Reading mode instead of Design mode.

Remove Objects

3. Select: **Object(s)** in Result Objects**.**
4. Select: **Remove.**

➔ You may need to input new filter values depending on your modifications.

5. Remove/Modify: **Filters.**

In this example, we select Job Class Abbr to remove it from the Result Objects area.

6. Select: **Run Query**.

➔ WebI will display the query results in the Report panel.

In this example, Job Class Abbr is no longer in the report. It has also been removed from the Available Objects.

Business Area Code	Business Area	Job	Number of Positions
1630	Consolidated Technology Svcs	ADMINISTRATIVE ASSISTANT 3	1
1630	Consolidated Technology Svcs	ADMINISTRATIVE ASSISTANT 4	5
1630	Consolidated Technology Svcs	ADMINISTRATIVE ASSISTANT 5	2
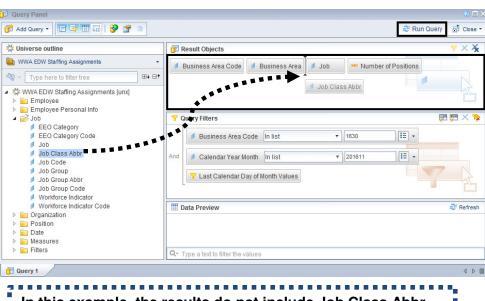
Add Objects

✓ If you add new objects to an existing ad hoc query, you will also need to add those objects to your report results after you run the query.

1. Select: **Edit**.

➔ If the Edit data provider option is not available on the toolbar, you may be in Reading mode instead of Design mode.
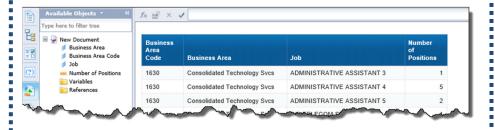
➔ WebI will display the query panel.

2. Drag-and-Drop: **Object(s)** from the universe into the Query Objects area.

3. Select: **Run Query**.

➔ WebI will display the query results in the Report panel.

In this example, we've added Job Class Abbr into the Results Objects area.

In this example, the results do not include Job Class Abbr.
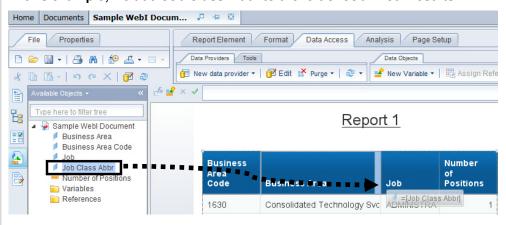
4. Select: 🏠 **Available Objects.**

➔ WebI will display a list of available objects.

➔ If Available Objects is not visible, you may be in Reading mode instead of Design mode.

5. Drag-and-Drop: **Object(s).**

➔ WebI will display the query results in the Report panel.

In this example, we add Job Class Abbr to the left of Job in our results.

In this example, the results include Job Class Abbr.
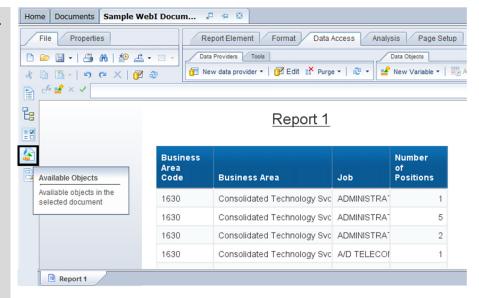
Business Area Code	Business Area	Job Class Abbr	Job	Number of Positions
1630	Consolidated Technology Svcs	100J	OFFICE ASSISTANT 3	1
1630	Consolidated Technology Svcs	100T	SECRETARY SENIOR	2
1630	Consolidated Technology Svcs	102B	CUSTOMER SERVICE SPECIALIST 2	5
1630	Consolidated Technology Svcs	105G	ADMINISTRATIVE ASSISTANT 3	1
1630	Consolidated Technology Svcs	105H	ADMINISTRATIVE ASSISTANT 4	5
1630	Consolidated Technology Svcs	105...	...ISTRATIVE ASSISTANT 5	

Create Multiple Ad Hoc Queries

You can create multiple ad hoc queries in the same WebI document from one universe or multiple universes.
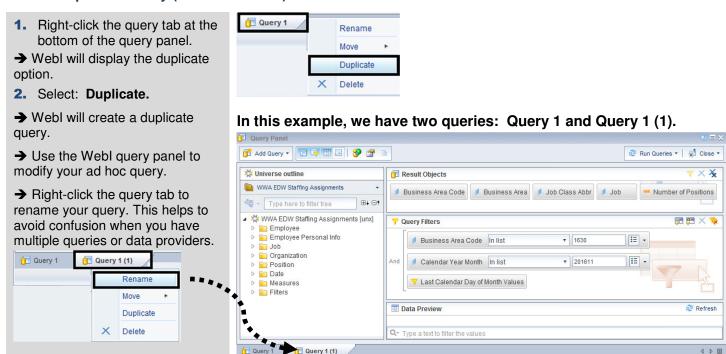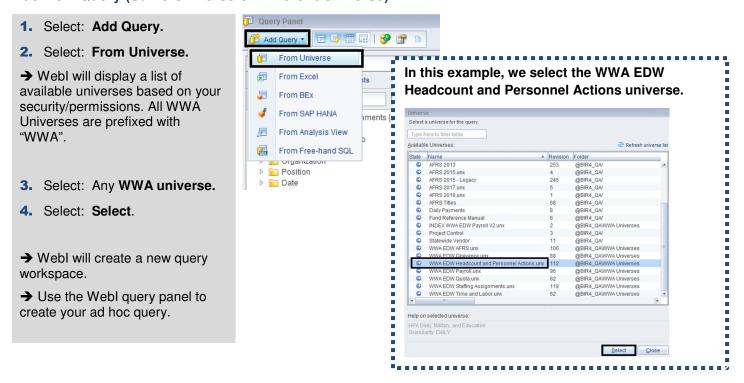
✓ For information about merging dimensions and creating variables to combine data, reference the job aid for **Combining Queries Using Merged Dimensions**.

Create Duplicate Query (Same Universe)

1. Right-click the query tab at the bottom of the query panel.

➔ WebI will display the duplicate option.

2. Select: **Duplicate.**

➔ WebI will create a duplicate query.

➔ Use the WebI query panel to modify your ad hoc query.

➔ Right-click the query tab to rename your query. This helps to avoid confusion when you have multiple queries or data providers.

In this example, we have two queries: Query 1 and Query 1 (1).

Add New Query (Same Universe or Different Universe)

1. Select: **Add Query.**

2. Select: **From Universe.**

➔ WebI will display a list of available universes based on your security/permissions. All WWA Universes are prefixed with "WWA".

3. Select: Any **WWA universe.**

4. Select: **Select**.

➔ WebI will create a new query workspace.

➔ Use the WebI query panel to create your ad hoc query.

In this example, we select the WWA EDW Headcount and Personnel Actions universe.
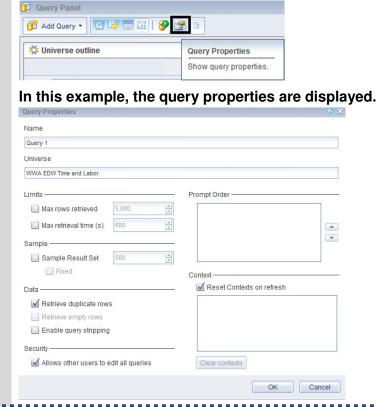
Query Properties

You can display and edit some of the query properties, such as change the name of the query or change the order of the query prompts.

✓ Query properties include default settings to optimize WWA EDW processes. Changing default settings may significantly impact the run time.

1. Select: **Query Properties.**

➔ WebI will display the query properties.

In this example, the query properties are displayed.

Query Property	Additional Information
Name	You can change the name of the query.
Universe	Name of the universe the query is created from. ✓ This property is "display only" (you cannot change the name of the universe).
Limits	Default settings are based on optimized WWA EDW processes. ✓ Max rows retrieved. ✓ Max retrieval time.
Sample	Default settings are based on optimized WWA EDW processes. ✓ Sample data is displayed in the data preview area of the query.
Data	Default settings are based on optimized WWA EDW processes. ✓ Enable query stripping is an advanced technique to improve query performance by stripping out all objects from the query that are not directly or indirectly being used in the report panel.
Security	Default settings are based on optimized WWA EDW processes.
Prompt Order	You can change the sort order for the query prompts.
Context	Default settings are based on optimized WWA EDW processes.